

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Municipality of Orocovis

PHA Plan

Annual Plan for Fiscal Year 2003-2004

PHA Plan Agency Identification

PHA Name: Municipality of Orocovis

PHA Number: RQ080

PHA Fiscal Year Beginning: (mm/yyyy) 07/2003

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ~ PHA development management offices
- ~ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ~ PHA development management offices
- ~ PHA local offices
- ~ Main administrative office of the local government
- ~ Main administrative office of the County government
- ~ Main administrative office of the State government
- ~ Public library
- ~ PHA website
- ~ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ~ PHA development management offices
- ~ Other (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

~

Standard Plan

Streamlined Plan:

~

High Performing PHA

~

Small Agency (<250 Public Housing Units)

☐

Administering Section 8 Only

☒

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

This Annual Plan is a continuation of the process that was started in Fiscal Year 2000, which provides a framework for local accountability and an easily identifiable source by which participants of the Section 8 Voucher Program and other members of the public may locate PHA policies, rules and requirements concerning its operations, programs and services.

In order to attend to the needs of the jurisdiction, the municipality of Orocovis provides eligible families with hygienic and safe and affordable housing. Said housing must comply with housing quality standards, as established by the Department of Housing and Urban Development (HUD). All units must be offered within equal opportunity parameters. The units will be subsidized with funds of HUD's Section 8 program. In order to qualify for funding, the municipality must comply with all state and federal statutes and regulations. The preparation of the following Plan is required by said statutes and regulations. In this Plan, Section 8 goals and procedures are established. (Note: *italic text* corresponds to the municipality's specific strategies).

Mission

The PHA's mission, as in HUD, is: To promote adequate and affordable housing, economic opportunities and a suitable living environment free of discrimination.

Objectives

HUD's strategic goal is: To increase the availability of decent, safe and affordable housing.

The PHA's goals are:

- Expand the supply of assisted housing: *apply for additional "vouchers", according to availability in HUD.*
- Improve the quality of assisted housing and increase customer satisfaction by: *enforcing Housing Quality Standards.*
- Increase assisted housing choices and provide voucher mobility counseling: *The mobility of the vouchers will be explained in detail in the initial evaluation meeting with the participant.*
- Implement voucher homeownership program: *Implement the new homeownership program as soon the final rule is approved. Combine federal funds with state funds for down payment and closing costs assistance considering OCMA's Action Plan funding priorities.*
- Promote self-sufficiency and asset development for families in assisted housing. This will be achieved by attracting and providing supportive services to improve assistance recipients' employability: *Forge alliances with public and private organizations that provide educational services that serve as support for the renters through WIA projects.*
- Ensure that all cases comply with equal opportunity and fair housing objectives: *Publish notices indicating that housing vouchers are available regardless of race, color, religion, national origin, gender, familial status, and disability.*

Housing Need

In the municipality of Orocovis, a total of 791 families have an income of less than 30% of the Annual Median Income (AMI) of Puerto Rico. In addition, 228 families have an income between 30 and 50% of the AMI, and, 103 have an income between 50 and 80% of the AMI. Also, 80 elderly households were accounted for which have a need for subsidized housing.

Sources of Information Used by the PHA to Conduct this Analysis

- Consolidated Plan of the Jurisdiction of 2000
- U.S. Census Data: the Comprehensive Housing Affordability Strategy (CHAS) Dataset

Housing Needs of Families on Waiting List

Of a total of 44 families on the waiting list:

31	(70%)	are of extremely low-income ($\leq 30\%$ of the AMI)
10	(23%)	are very low-income ($> 30\%$ but $\leq 50\%$ of the AMI)
3	(7%)	are of low-income ($> 50\%$ but $< 80\%$ of the AMI)
42	(95%)	are families with children
2	(5%)	are elderly families
0	(0%)	are families with disabilities

Specific Strategies by Needs

1) Need due to shortage of affordable housing for eligible populations:

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size requirements: *The PHA will identify housing units based on the unit size needed by the families.*
- Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration. *The PHA will publish notices inviting owners to participate in the program. At least one orientation meeting will be conducted to inform potential landlords of leasing opportunities. Visits to prospect land owners will be held by staff members.*
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies. *Assist to Consolidated Plan Public Hearings* and possible comments to proposed strategies.
- Increase the number affordable housing units by applying for additional Section 8 units should they become available.

2) Specific needs of families at or below 30% of the AMI:

- Exceed HUD federal targeting requirements for families at or below 30% of the AMI in tenant-based Section 8 assistance.

3) Specific needs of families at or below 50% of the AMI:

- Coordinate with programs that target the employment/income needs of these families..

4) Special-purpose vouchers:

- Apply for special-purpose vouchers for the elderly and persons with disabilities, should they become available.

5) Disproportionate housing needs of races and ethnicities:

- Conduct activities to affirmatively further fair housing: Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.
- Market the Section 8 program to owners outside of areas of poverty/minority concentrations.

Reasons for Selecting Strategies

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA.
- Community priorities regarding to housing assistance.
- Results of consultations with residents and the Resident Advisory Board.

Annual PHA Plan Fiscal Year 2003

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Attachments

- ☒ Attachment A: Statement of the PHA Deconcentration and Other Policies Governing Eligibility
- ☒ Attachment B: Statement of Financial Resources
- ☒ Attachment C: Statement of the PHA Rent Determination Policies
- ☒ Attachment D: Statement of the PHA's Operation and management
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- ☒ Attachment F: Statement of the Homeownership Programs administered by the PHA
- ☒ Attachment G: Civil Rights Certification
- ☒ Attachment H: Statement of the PHA Concerning Safety and Crime Prevention
- ☒ Attachment I: Statement of the PHA Concerning the Recent Fiscal Year Audit
- ☒ Others:
 - ③ Certifications
 - ③ PHA Certification of Compliance with the PHA Plans and Related Regulations Board Resolution to Accompany the PHA Plan
 - ③ Certification of Payments to Influence Federal Transactions
 - ③ Certification for a Drug Free Workplace
 - ③ Disclosure of Lobbying Activities
 - Other:
 - ③ Evidence of Public Hearing Notice
 - ③ Attendance List
 - ③ Minutes of Public Hearing, Agenda, and Information Discussed

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <=30% of AMI	791	5	5	3	3	3	3
Income >30% but <=50% of AMI	228	2	5	3	3	3	3
Income >50% but <80% of AMI	103	2	5	3	3	3	3
Elderly	80	3	5	5	5	3	3
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection).

- ☒ Consolidated Plan of the Jurisdiction/s'
Indicated year: 2000
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy dataset
- ~ American Housing Survey data
- ~ Other housing market study
- ~ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List

Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance ~ Public Housing ~ Combined Section 8 and Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	44		
Extremely low income <=30%AMI	31	70	
Very low income (>30% but <=50% AMI)	10	23	
Low income (>50% but <80% AMI)	3	7	
Families with children	42	95	
Elderly families	2	5	
Families with Disabilities	0	0	
Race/ethnicity	N/A	N/A	
Characteristics by Bedroom size (Public Housing Only)	N/A	N/A	N/A
1 BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A

Is the waiting list closed (select one)? ☒ No ~ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ~ No ~ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☒ No ~ Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ~ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ~ Reduce turnover time for vacated public housing units
- ~ Reduce time to renovate public housing units
- ~ Seek replacement of public housing units lost to the inventory through mixed finance development
- ~ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ~ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
The PHA will identify housing units based on the size needs of the families
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
The PHA will publish notices inviting owners to participate in the program. At least one orientation meeting will be conducted to inform potential landlords of leasing opportunities.
- ~ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
Assist to Consolidated Plan Public Hearing and comment of strategies defined in the Plan.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ~ Leverage affordable housing resources in the community through the creation of mixed-finance housing
- ~ Pursue housing resources other than public housing or Section 8 tenant-based assistance

~ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ~ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ~ Employ admissions preferences aimed at families with economic hardships
- ~ Adopt rent policies to support and encourage work
- ~ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ~ Adopt rent policies to support and encourage work
- ~ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ~ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ~ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ~ Seek designation of public housing for families with disabilities
- ~ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ~ Affirmatively market to local non-profit agencies that assist families with disabilities

~ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing Needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

~ Affirmatively market to races/ethnicities shown to have disproportionate housing needs

~ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations

~ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

☒ Funding constraints

~ Staffing constraints

☒ Limited availability of sites for assisted housing

~ Extend to which particular housing needs are met by other organizations in the community

☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

☒ Influence of the housing market on PHA programs

☒ Community priorities regarding housing assistance

~ Results of consultation with local or state government

☒ Results of consultation with residents and the Resident Advisory Board

~ Results of consultation with advocacy groups

~ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources

SOURCES	PLANNED \$
1. Federal Grants (FY 2003 grants)	
a) Public Housing Operating Fund	
b) Public Housing Capital Fund	
c) HOPE VI Revitalization	
d) HOPE VI Demolition	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$204,922
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	
g) Resident Opportunity and Self-Sufficiency Grants	
h) Community Development Block Grant	\$1,395,000
i) HOME	
Other Federal Grants (list below)	
2. Prior Year Federal Grants (unobligated funds only)	-
3. Public Housing Dwelling Rental Income	-
4. Other income	-
5. Non-federal sources	-
Total resources	\$1,599,922

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- ~ When families are within a certain number of being offered a unit: (state number)
 - ~ When families are within a certain time of being offered a unit: (state time)
 - ~ Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- ~ Criminal or Drug-related activity
 - ~ Rental history
 - ~ Housekeeping
 - ~ Other (describe)
- c. ~ Yes ~ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ~ Yes ~ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ~ Yes ~ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- ~ Community-wide list
 - ~ Sub-jurisdictional lists
 - ~ Site-based waiting lists
 - ~ Other (describe)
- b. Where may interested persons apply for admission to public housing?
- ~ PHA main administrative office
 - ~ PHA development site management office

~ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ~ Yes ~ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ~ Yes ~ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ~ PHA main administrative office
- ~ All PHA development management offices
- ~ Management offices at developments with site-based waiting lists
- ~ At the development to which they would like to apply
- ~ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ~ One
- 1 Two
- ~ Three or More

b. ~ Yes ~ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

~ Yes ~ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ~ Emergencies
- ~ Overhoused
- ~ Underhoused
- ~ Medical justification
- ~ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ~ Resident choice: (state circumstances below)
- ~ Other: (list below)

c. Preferences

1. ~ Yes ~ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ~ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ~ Victims of domestic violence
- ~ Substandard housing
- ~ Homelessness
- ~ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ~ Working families and those unable to work because of age or disability
- ~ Veterans and veterans’ families
- ~ Residents who live and/or work in the jurisdiction
- ~ Those enrolled currently in educational, training, or upward mobility programs
- ~ Households that contribute to meeting income goals (broad range of incomes)
- ~ Households that contribute to meeting income requirements (targeting)
- ~ Those previously enrolled in educational, training, or upward mobility programs
- ~ Victims of reprisals or hate crimes
- ~ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ~ Working families and those unable to work because of age or disability
- ~ Veterans and veterans’ families
- ~ Residents who live and/or work in the jurisdiction
- ~ Those enrolled currently in educational, training, or upward mobility programs
- ~ Households that contribute to meeting income goals (broad range of incomes)
- ~ Households that contribute to meeting income requirements (targeting)
- ~ Those previously enrolled in educational, training, or upward mobility programs
- ~ Victims of reprisals or hate crimes
- ~ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ~ The PHA applies preferences within income tiers
- ~ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ~ The PHA-resident lease
- ~ The PHA's Admissions and (Continued) Occupancy policy
- ~ PHA briefing seminars or written materials
- ~ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ~ At an annual reexamination and lease renewal
- ~ Any time family composition changes
- ~ At family request for revision
- ~ Other (list)

(6) Deconcentration and Income Mixing

a. ~ Yes ~ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ~ Yes ~ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ~ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ~ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ~ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ~ Other (list policies and developments targeted below)

d. ~ Yes ~ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ~ Additional affirmative marketing
- ~ Actions to improve the marketability of certain developments
- ~ Adoption or adjustment of ceiling rents for certain developments
- ~ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ~ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ~ Not applicable: results of analysis did not indicate a need for such efforts
- ~ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ~ Not applicable: results of analysis did not indicate a need for such efforts
- ~ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
 - ~ Criminal and drug-related activity, more extensively than required by law or regulation
 - ~ More general screening than criminal and drug-related activity (list factors below)
 - ~ Other (list below)
- b. ~ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ~ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ~ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ~ Criminal or drug-related activity
 - ☒ Other (describe below)
There has not been any previous situation of participants involved in drug-related activity. The PHA offers the landlord information about how the participant cares for their unit. The landlords are oriented to conduct their own investigations if deemed appropriate.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
 - ~ Federal public housing
 - ~ Federal moderate rehabilitation
 - Federal project-based certificate program

~ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

~ Other (list below)

(3) Search Time

a. ☒ Yes ~ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: When there is a large family (hard to house); and when it is difficult to find a unit of adequate size; when a family with a disabled person can't find a suitable unit.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ~ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

With evidence of the specific situation.

~ Victims of domestic violence

☐ Substandard housing

~ Homelessness

☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ~ Working families and those unable to work because of age or disability
- ~ Veterans and veterans' families
- ☐ **Residents who live** and/or work in your jurisdiction
- ~ Those enrolled currently in educational, training, or upward mobility programs
- ~ Households that contribute to meeting income goals (broad range of incomes)
- ~ Households that contribute to meeting income requirements (targeting)
- ~ Those previously enrolled in educational, training, or upward mobility programs
- ~ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ~ Working families and those unable to work because of age or disability
- ~ Veterans and veterans' families
- ☐ **(1) Residents who live** and/or work in your jurisdiction
- ~ Those enrolled currently in educational, training, or upward mobility programs
- ~ Households that contribute to meeting income goals (broad range of incomes)
- ~ Households that contribute to meeting income requirements (targeting)
- ~ Those previously enrolled in educational, training, or upward mobility programs
- ~ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ~ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ~ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ~ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ~ Briefing sessions and written materials
- ~ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ~ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

~ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

~ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ~ \$0
☐ \$1-\$25
~ \$26-\$50

2. ~ Yes ~ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ~ Yes ~ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances

under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ~ For the earned income of a previously unemployed household member
- ~ For increases in earned income
- ~ Fixed amount (other than general rent-setting policy)
 - If yes, state amount/s and circumstances below:
- ~ Fixed percentage (other than general rent-setting policy)
 - If yes, state percentage/s and circumstances below:
- ~ For household heads
- ~ For other family members
- ~ For transportation expenses
- ~ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ~ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ~ Yes for all developments
- ~ Yes but only for some developments
- ~ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ~ For all developments
- ~ For all general occupancy developments (not elderly or disabled or elderly only)
- ~ For specified general occupancy developments
- ~ For certain parts of developments; e.g., the high-rise portion
- ~ For certain size units; e.g., larger bedroom sizes
- ~ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ~ Market comparability study
- ~ Fair market rents (FMR)
- ~ 95th percentile rents
- ~ 75 percent of operating costs
- ~ 100 percent of operating costs for general occupancy (family) developments

- ~ Operating costs plus debt service
- ~ The “rental value” of the unit
- ~ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ~ Never
- ~ At family option
- ~ Any time the family experiences an income increase
- ~ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ~ Other (list below)

g. ~ Yes ~ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ~ The section 8 rent reasonableness study of comparable housing
- ~ Survey of rents listed in local newspaper
- ~ Survey of similar unassisted units in the neighborhood
- ~ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

☒

At or above 90% but below 100% of FMR

~

100% of FMR

~

Above 100% but at or below 110% of FMR

~

Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

~

FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

~

The PHA has chosen to serve additional families by lowering the payment standard

☒

Reflects market or submarket

☒

Other (list below)

Maintain controls in the unit cost for rent.

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

~

FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

~

Reflects market or submarket

~

To increase housing options for families

~

Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

☒

Annually

☒

Other (list below)

They were revised by HUD only once, approximately by 1995 or 1996. HUD have not revised it any further, but the PHA utilizes those comments as part of their annual re-examination.

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

☒

Success rates of assisted families

- ~ Rent burdens of assisted families
☒ Other (list below)
Market Study

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ~ \$0
☒ \$1-\$25
~ \$26-\$50

b. ~ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows:

The Section 8 Office will have the major responsibility and authority in the implementation of the Section 8 Voucher Housing Program. The duties and responsibilities are summarized as follows:

Overall responsibility for insuring compliance with federal regulations, coordinating the implementation of Tenant Policy, Affirmative Marketing Plan, and for directing the day to day activities designed to meet program goals and objectives.

In addition, an HQS Inspector will be recruited.

The Section 8 Office is part of the Federal Program Division and coordinates all related efforts with the Office for Citizens Assistance. The Federal Program Director and the Director of Citizens Assistance Office reports directly to the Mayor.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	N/A
Section 8 Vouchers	47	1
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs	N/A	N/A

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

- a. Administrative Plan
- b. HUD handbooks
- c. Circular
- d. Waivers
- e. HQS handbook

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.
Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ~ Yes ~ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ~ PHA main administrative office
~ PHA development management offices
~ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ~ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office (*In writing and sworn statement*)
~ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

~ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

~ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ~ Yes ~ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

~ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

~ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ~ Yes ~ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
- ~ Revitalization Plan under development
- ~ Revitalization Plan submitted, pending approval
- ~ Revitalization Plan approved
- ~ Activities pursuant to an approved Revitalization Plan Underway
- ~ Yes ~ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- ~ Yes ~ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
- ~ Yes ~ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ~ Yes ~ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ~ Yes ~ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description

1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition ~ Disposition ~
3. Application status (select one) Approved ~ Submitted, pending approval ~ Planned application ~
4. Date application approved, submitted, or planned for submission: _____
5. Number of units affected:
6. Coverage of action (select one) ~ Part of the development ~ Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ~ Yes ~ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ~ Yes ~ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description

1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly ~ Occupancy by families with disabilities ~ Occupancy by only elderly families and families with disabilities ~
3. Application status (select one) Approved; included in the PHA’s Designation Plan ~ Submitted, pending approval ~ Planned application ~
4. Date this designation approved, submitted, or planned for submission: _____
5. If approved, will this designation constitute a (select one) ~ New Designation Plan ~ Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) ~ Part of the development ~ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ~ Yes ~ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)
2. Activity Description
- ~ Yes ~ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description

1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? ~ Assessment underway ~ Assessment results submitted to HUD ~ Assessment results approved by HUD (if marked, proceed to next question) ~ Other (explain below)
3. ~ YES ~ NO Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5).
4. Status of Conversion Plan (select the statement that best describes the current status) ~ Conversion Plan in development ~ Conversion Plan submitted to HUD on: _____ ~ Conversion Plan approved by HUD on: _____ ~ Activities pursuant to HUD –approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) Units addressed in a pending or approved demolition application (date submitted or approved:) Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units
Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ~ Yes ~ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ~ Yes ~ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)

1a. Development name:
1b. Development (project) number:
2. Federal Program authority: ~ HOPE I ~ 5 (h) ~ Turnkey III ~ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ~ Approved; included in the PHA’s Homeownership Plan/Program ~ Submitted, pending approval ~ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: _____
5. Number of units affected:
6. Coverage of action: (select one) ~ Part of the development ~ Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ~ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ~ 25 or fewer participants
☐ 26 - 50 participants
~ 51 to 100 participants
~ more than 100 participants

b. PHA-established eligibility criteria

- ~ Yes ☒ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ~ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ~ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ~ Jointly administer programs
- ~ Partner to administer a HUD Welfare-to-Work voucher program
- ~ Joint administration of other demonstration program
- ~ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ~ Public housing rent determination policies
- ~ Public housing admissions policies
- ~ Section 8 admissions policies
- ~ Preference in admission to section 8 for certain public housing families
- ~ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- ~ Preference/eligibility for public housing homeownership option participation
- ~ Preference/eligibility for section 8 homeownership option participation
- ~ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ~ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/PHA main office/other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation

Program	Required Number of Participants	Actual Number of Participants
Public Housing		
Section 8		

- b. ~ Yes ~ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ~ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ~ Informing residents of new policy on admission and reexamination
 - ~ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ~ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ~ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ~ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- ~ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ~ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ~ Residents fearful for their safety and/or the safety of their children
- ~ Observed lower-level crime, vandalism and/or graffiti
- ~ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ~ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ~ Safety and security survey of residents
- ~ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ~ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ~ Resident reports
- ~ PHA employee reports
- ~ Police reports
- ~ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ~ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ~ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ~ Crime Prevention Through Environmental Design
- ~ Activities targeted to at-risk youth, adults, or seniors
- ~ Volunteer Resident Patrol/Block Watchers Program
- ~ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ~ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ~ Police provide crime data to housing authority staff for analysis and action
- ~ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ~ Police regularly testify in and otherwise support eviction cases
- ~ Police regularly meet with the PHA management and residents
- ~ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ~ Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ~ Yes ~ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ~ Yes ~ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ~ Yes ~ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ~ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ~ No: Was the most recent fiscal audit submitted to HUD?
3. ~ Yes ☒ No: Were there any findings as the result of that audit?
4. ~ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?_____
5. ~ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

1. ~ Yes ~ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
~ Not applicable
~ Private management
~ Development-based accounting
~ Comprehensive stock assessment
~ Other: (list below)

3. ~ Yes ~ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ~ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
~ Attached at Attachment (File name)
☒ Provided below:
The Resident Advisory Board endorses the plan.
3. In what manner did the PHA address those comments? (select all that apply)
☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
~ The PHA changed portions of the PHA Plan in response to comments
~ List changes below:
~ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ~ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☒ Yes ~ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
~ Candidates were nominated by resident and assisted family organizations
☒ Candidates could be nominated by any adult recipient of PHA assistance
☒ Self-nomination: Candidates registered with the PHA and requested a place on ballot
~ Other: (describe)
- b. Eligible candidates: (select one)
~ Any recipient of PHA assistance
~ Any head of household receiving PHA assistance
☒ Any adult recipient of PHA assistance

- ~ Any adult member of a resident or assisted family organization
- ~ Other (list)

c. Eligible voters: (select all that apply)

- ☒ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ~ Representatives of all PHA resident and assisted family organizations
- ~ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

Commonwealth of Puerto Rico, Office of the Commissioner for Municipal Affairs

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

1. Apply for additional Federal Funds

2. Make alliances with public and private organizations to provide supportive and educational services to tenants

- ~ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Share information on Federal Programs, including NOFA's deadlines and other important data related to federal funds.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

ATTACHMENTS